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OFFICE OF PERSONNEL - MONTHLY REPORT

April 1965

I HIGHLIGHTS

25X1A CIA Retirement System in Operation On 27 April the DCI gave final approval to the regulation [REDACTED] that will implement the CIA Retirement Act, thus clearing the way for the new retirement system to be put into operation. Copies of the regulation may not be available from the printer until after mid-May but, meanwhile, actions are rolling swiftly along to screen candidates for the system and formalize the procedures by which they can apply for retirement. Ultimately, according to preliminary estimates, about 30% of the Agency's employees may come under the new system.

Career Service Heads have been supplied with lists of prospective members for the new system and asked to nominate those considered eligible for admission. The CIA Retirement Board will then review the nominations and recommend appropriate action. Lists of candidates are being considered by age and service groupings so that first priority can be given those already eligible for retirement. And it can be reported that the Board, at its weekly meeting 6 May, recommended approval of the first slate of 6 nominees, one of whom also applied for early retirement.

On-Duty Strength Well Below Ceiling Objectives During April the Agency's on-duty strength slipped another 67, bringing the month-end total 345 below currently allocated personnel ceilings. Every Directorate was well below ceiling; and all individual components of DD/I, DD/S, and DD/S&T were either within ceiling or within comfortable reach of such a position. The 30 April figures reflect a total strength reduction of 429 since the beginning of the fiscal year. Of this number, 290 were civilians, 139 military. Thus the Agency has already taken many of the actions necessary to prepare for anticipated cuts in FY '66.

Personnel Conference Set for 17-18 June Plans are under way for a conference of Personnel careerists to be held at [REDACTED] 17-18 June. The conference is expected to be arranged along lines similar to the last one in May 1963. 25X1A6c

II OTHER ACTIVITIES

1. RECRUITING

NPIC Recruitment Stepped-up efforts to meet NPIC requirements are bear-

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ing fruit. As of 1 May, 171 professional candidates were in process against 94 vacancies, with new files coming in daily. 63 of those in process were added during April. Indications persist, however, that NPIC is due for considerable expansion in the next few years; so with this possibility in prospect, full pressure will be maintained to satisfy their needs as long as established vacancies exist.

University Associates May Hold Annual Conference at [REDACTED] The next annual conference for University Associates is slated for some time in October. Because many of the Associates have expressed perennial interest in a closer look at the field instruction given to Career Trainees, [REDACTED] is being considered as the site for this year's conference.

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Bumper Crop of College Students Seeking Federal Employment in 1965 At a recent inter-agency meeting of Personnel Directors, Mr. Robert Mello, Director of College Relations and Recruitment at the Civil Service Commission, told of current college recruitment efforts. He reported that so far this year a near-record 77,150 applicants (most of them college students) have taken the Federal Service Entrance Exam which is offered nation-wide several times annually; 29,682 passed. To date, however, only 1,113 have been offered appointments. According to Mello, both the quantity and quality of college applicants are on the rise, particularly because of increasing numbers of graduate students who are applying. But Federal job openings are at the lowest level in some years. Thus, for the present at least, Federal agencies are enjoying the pick of the crop.

[REDACTED]

Dr. [REDACTED] at College-Federal Council Conference At the invitation of the UCLA Placement Center Manager, Dr. [REDACTED] attended the annual College-Federal Council conference at Long Beach, California, 7 April and led the discussion group on "Federal Career Opportunities for College Graduates in the Humanities and Social Sciences."

2. RETIREE PLACEMENT

51 Retirees Seek Placement Assistance During its first 6 weeks of opera-

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tion, the Retiree Placement Staff has provided counsel and assistance to 51 Agency employees seeking such aid in connection with their retirement plans.

3. FITNESS REPORTING

Relatively Few Fitness Reports Delinquent During the past year or more the Agency has experienced a relatively low delinquency rate on Fitness Reports, as indicated by the latest tally which is fairly typical. As of 30 April, 103 reports were overdue 2 months or more but only 10 of these were delinquent more than 3 months. By Directorate, they were:

DCI	- 11
DD/S&T	- 10
DD/I	- 3
DD/S	- 0
DD/P	- 79

103

4. BENEFITS AND SERVICES

EAA Membership Hits [REDACTED] With final figures in from its 15-31 March membership drive, and new applications coming in daily through normal operations, the Employee Activity Association could boast on 30 April a total membership of [REDACTED] and \$12,154 in dues payments. The membership list included: 25X9A2

Sponsors	(\$25.00)	- [REDACTED]
Patrons	(\$10.00)	- [REDACTED]
Members	(\$ 2.00)	- [REDACTED]

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Religious Services Attendance at the religious services conducted in the auditorium once each week during the Lenten season from 3 March (Ash Wednesday) to 16 April (Good Friday) totaled 1,500 for the Protestant services and 1,975 for the Catholic services. In addition, 65 employees attended a special Passover service in the auditorium on 20 April.

Physical Fitness Room Use of the physical fitness room -- 902 times -- during April kept pace with the two preceding months even though the room was closed for 3 days while being readied for use by the Agency's female employees.

As announced in a 29 April Employee Bulletin, the ladies will have exclusive use of the room each Tuesday and Thursday from 0900 to 1400 and again from 1700 to 1950. And it can be reported that on 4 May -- "Opening day for ladies" -- quite a number showed up. 11 actually used the room while another 25 inspected its facilities. Interest increased still more on 6 May when 32 participants and 100 visitors were recorded.

EAA to Sell Fire Extinguishers An Employee Bulletin has been prepared

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announcing the sale of a popular model dry chemical fire extinguisher by EAA at substantial discounts. Preliminary sales surveys indicate that the item should be a fast mover. Retailing at \$13.95, it will be offered to EAA members for \$6.95 and to other employees for \$8.95.

Barbershop Averaging 70 Haircuts a Day The first quarterly report of operations from the barbershop reflects a fairly consistent average of about 70 haircuts per day for the three-month period. Here are the totals:

	<u>Work Days</u>	<u>Haircuts</u>	<u>Gross Income</u>	<u>To EAA</u>
February	19	1,357	\$2,375	\$154
March	23	1,670	2,922	190
April	22	1,624	2,852	185
TOTAL	64	4,651	\$8,149	\$529

5. AWARDS

Special Award Ceremony Honors Gen. Carter More than 500 employees were present in the auditorium 26 April to watch Mr. McCone award the Distinguished Intelligence Medal to his outgoing Deputy, Gen. Carter. The ceremony afforded the audience an opportunity to greet the new DCI, Admiral Raborn, and his incoming Deputy, Richard Helms.

Helms to Receive National Civil Service League Award Mr. Richard Helms has been selected as one of the ten outstanding Government officials who will receive the 1965 National Civil Service League Award which will be presented during the League's annual dinner 19 May at the Sheraton Park Hotel. Mr. Helms thus joins 4 other senior CIA officials who have received this coveted award in previous years -- Lyman Kirkpatrick in 1960, Sherman Kent in 1961, Arthur Lundahl in 1963, [REDACTED]

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III SPECIAL REPORT

The Special Report is omitted this month.